



BRITANNIA EDUCATION TRUST

JOB SPECIFICATION

Title of Job: Midday Supervisor

Section: Schools
Scale 1

Last Reviewed: October 2023

JOB DESCRIPTION

PERSON REPORTS TO: Member of senior leadership team

STAFF SUPERVISED: None

PURPOSE OF JOB:

To support pupils during the lunchtime break to ensure their safety, welfare and good conduct, having due regard to the trust's aims, objectives and policies.

EQUAL OPPORTUNITIES:

The Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

SAFEGUARDING:

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and undertake Safeguarding training. Applicants must be willing to undergo checks with past employers and the Disclosure & Barring Service (DBS).

MAIN DUTIES:

The principal responsibility of the midday assistant is to ensure the safety, welfare and good conduct of pupils over lunch time.

The role may vary between the dining and playground areas (or classrooms for inclement weather). The ages of children will range from 3 to 11 year old pupils.

In the dining hall (or Nursery) the role will involve:

- Maintaining order and the safe transition of pupils to and from the dining area, positively encouraging good behaviour, table manners and hygiene.
- Assisting younger pupils where necessary whilst they are having their meal.
- Actively supervising dining procedures such as :-
 - carrying of meal to the table
 - assisting with the service at the table
 - training children in the correct use of cutlery - clearing and stacking table equipment and serving dishes
 - wiping and resetting tables if necessary
 - cleaning up food and water spillages on tables and floor

In the playground/classrooms, the role will involve:

- Leading activities for the children, for example, sports.
- Monitoring play in the playground area, ensuring that it is safe and abides by our school rules.
- Recording accidents in the first aid record and reporting serious accidents to the office.
- Being responsible for organising play activities in the playground or indoors if it is a wet playtime.
- Ensuring that pupils are following the trust's behaviour policy and school rules

Person Specification:

The successful applicant will:

- ❖ Have experience of working with children.
- ❖ Be an excellent role model for the children.
- ❖ Be able to work successfully as a member of a team.
- ❖ Have the ability to work in a way that promotes the safety and well-being of the children.
- ❖ Be reliable and hardworking.
- ❖ Have good communication skills
- ❖ Liaise with the relevant teaching staff/leadership of the school in dealing with problems arising from pupil behaviour and any other matters of concern.

- ❖ Contribute as a member of a team to the ethos and environment of the school.
- ❖ Understand the need for confidentiality and sensitivity when working with children and be fully aware of the Trust's Safeguarding policy and designated Safeguarding Leads.
- ❖ Attend any training which is required
- ❖ Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.